

YOUTH SERVICES POLICY

Title: Secure Care Direct Admission Next Annual Review Date: 07/12/2012	Type: B. Classification, Sentencing and Service Functions Sub Type: 2. Classification Number: B.2.3
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References: Children's Code Articles 116 (24.2), 888, 890, 903, and 908(A); La. R.S. 15:901; ACA Standards 2-CO-4A-01, and 2-CO-4D-01 (Administration of Correctional Agencies), 4-JCF-3A-07, 4-JCF-3A-18, 4-JCF-3A-21, 4-JCF-3B-01, 4-JCF-3D-02, 4-JCF-3D-03, 4-JCF-3D-05, 4-JCF-3D-06, 4-JCF-4B-04, 4-JCF-4C-01, 4-JCF-4C-02, 4-JCF-4C-03, 4-JCF-4C-05, 4-JCF-4C-09, 4-JCF-4C-15, 4-JCF-4D-02, 4-JCF-4D-03, 4-JCF-4D-07, 4-JCF-4E-01, 4-JCF-5A-01, 4-JCF-5A-02, 4-JCF-5A-03, 4-JCF-5A-04, 4-JCF-5B-02, and 4-JCF-5C-03 (Performance-Based Standards for Juvenile Correctional Facilities); Performance-based Standards SaEP7, OEP1, OP1, OEP5, HEP1, HP1, HP2, HEP3, HP3, HEP4, HP5, HP7, HP9, HEP9, HP10, HEP10, HEP15, HEP19, HP21, PEP1, JEP1, and JEP2; YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", B.2.2 "Youth Classification System", B.3.1 "Composition / Location / Retention of Active and Inactive Secure Care Youth Records", B.6.1 "Health Care", B.6.2 "Communicable and Contagious Diseases and Infection Control Program", B.8.12 "Youth Orientation", B.8.13 "Youth Street Gangs and Notification Requirements", C.2.3 "Searches of Youth"; "C.2.9 Correspondence and Packages", and C.2.11 "Prison Rape Elimination Act (PREA);	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/12/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding the procedures for direct admission into secure care for youth adjudicated delinquent and assigned to the custody of Youth Services (YS).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, Regional Managers, Direct Admission staff, and contracted health care providers.

IV. DEFINITIONS:

Admission Beds - A designation given to bed space that is reserved for admissions into secure care. Admission beds can be further identified according to purpose, as follows:

Evaluation Only Beds - Beds reserved for those youth committed for 30 days for diagnostic testing and evaluation, following which the youth returns to their region of origin. As provided by La. R.S. 15:901(E), commitments to YS for evaluation only are to be made by the court after exhausting all other state and local diagnostic testing, and evaluation resources.

Fast Track Beds - Beds to be filled by those youth approved for admission into a short term program; and

Regular Beds - Beds to be filled by long-term youth in order to assess risk and needs, and to determine the proper assignment for the youth within the secure care system.

Admissions Packet - The documents required at direct admission into a secure care facility which shall include the following:

- Order of Commitment/Custody Order
- Judgment of Adjudication
- Judgment of Disposition
- Other available relevant reports

Assessment Summary/Psychological Evaluation (previously referred to as the bio psychosocial report) - A written report detailing the results of the screening and assessment of the youth, including testing information and interview results. It is a collaborative effort between mental health professionals, YS staff, and service providers. Health assessments shall be completed within seven (7) days, and mental health assessments within 14 days of the youth's admission to the facility. Assessments of youth with serious mental health concerns may take up to 30 days.

Case Manager - A generic term used within a secure care facility to identify members of the counseling profession, e.g., Social Services Counselor, Clinical Social Worker, Program Manager, Group Leader, or a treatment team member assigned to manage a youth's case.

Commitment Order/Custody Order - Court order signed by a judge placing an adjudicated delinquent youth in the custody of YS.

Direct Admission - The process by which youth adjudicated delinquent are assigned to a secure care facility.

Individualized Intervention Plan (IIP) - Initial and Formal - an initial IIP shall be developed within 48 hours of a youth's arrival to the Direct Admission Unit at a secure care facility. The initial IIP specifies problem areas, goals and objectives, and the methods used to attain them, including the role of the youth and the staff. Development of this plan is accomplished through review of the youth's SAVRY high risk need areas, the youth's record, and is a collaborative effort between the case manager and the youth.

The formal IIP is further developed within 30 days of receipt of the contracted health care provider's Assessment Summary/Psychological Evaluation. The treatment needs are prioritized based upon a review of the youth's SAVRY high risk/need areas, the youth's record, and recommendations made by the contracted health care provider's Assessment Summary. The formal IIP is modified throughout the youth's stay as need areas are identified.

Intersystem Transfer – The transfer of a youth from one distinct correctional system to another.

Intrasystem Transfer – The transfer of a youth from facility to facility within a correctional system.

Juvenile Electronic Tracking System (JETS) - The centralized database used to track all youth under OJJ supervision and to record youth case record activity.

Juvenile Detention Facility - A facility operated or funded by local government to house youth on a short-term basis.

Prioritized Needs – High priority treatment needs identified by contracted health care provider staff during the screening and assessment of the youth. These prioritized treatment needs shall be addressed by the social services staff and contracted health care provider staff, if applicable, in the youth's Individualized Intervention Plan.

Prison Rape Elimination Act (PREA) - An Act signed into law by President George W. Bush in September 2003. This legislation requires the Bureau of Justice Statistics (BJS) to develop new national data collections on the incidence and prevalence of sexual violence within correctional facilities. PREA defines four categories of sexual abuse for purposes of data collection: abusive sexual contacts, nonconsensual sexual acts, staff sexual harassment and staff sexual misconduct.

Probation and Parole Officer/Juvenile (PPO/J) – PPO's assist youth and families in locating, accessing and coordinating networks of support to address needs. PPO's shall provide case management services in accordance with need assessments, as well as monitor, facilitate and participate in services provided while the youth is in the custody or supervision of YS.

Secure Care Center for Youth – "a living environment characterized by a range of moderate to high security level facilities that include construction, fixtures and staff supervision designed to restrict the movements and activities of the residents, and to control, on a 24-hour basis, the ability of the residents to enter and leave the premises, and which are intended for the treatment and rehabilitation of children who have been adjudicated delinquent." [Ch.Code Article 116(24.2)]

The secure care centers operated by YS are as follows:

Bridge City Center for Youth (BCCY)
Jetson Center for Youth (JCY)
Swanson Center for Youth (SCY)

Structured Assessment of Violence Risk in Youth (SAVRY) - an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items which were identified in existing research on adolescent development and on delinquency and aggression in youth.

V. POLICY:

It is the policy of the Deputy Secretary that detailed procedures be developed for youth being admitted for assessment into short-term and long-term treatment programs at a secure care facility.

VI. PROCEDURES:

A. Admission Documents:

Regional Office staff accompanying the youth shall also transport the required admission documents listed below to the facility. An extract of the official court minutes may be substituted for the items listed.

1. Judgment of Adjudication/Judgment of Disposition/Custody Order, which should contain the following:
 - a. Statements as to whether the youth was represented by counsel or waived the right to counsel and, if represented by counsel, the counsel's name and address;
 - b. Age of the youth at the time of the offense;
 - c. The maximum period of confinement specified in years, months and days;
 - d. A statement specifying all of the following:
 - 1) The offense for which the youth was adjudicated delinquent;
 - 2) The legal disposition;
 - 3) The agency, facility, or person to whom the youth is assigned; and
 - 4) Any other applicable terms and conditions regarding the disposition.
2. Other relevant reports concerning the youth which reflect social background, mode of living, family status, medical records, medication history, school records, behavioral tendencies, psychological and/or psychiatric assessment, or any combination of the foregoing.

B. Admission Priority:

Direct admission shall be authorized by Central Office. Youth shall be admitted according to the following:

1. A court order requiring YS to take custody within 14 days from the date of the court signing the disposition;
2. Length of stay in a detention facility;
3. Type of vacancy, i.e., regular or short-term;
4. Public safety; and
5. Emergency
 - a) The committing court of jurisdiction shall be notified prior to or at the time of movement, if possible. Such movement must be confirmed to the court and parent or guardian in writing, within 48 hours, excluding weekends/holidays.

On a weekly basis, Central Office shall determine the number of vacancies available at each facility and provide Regional Managers, Facility Directors, contracted health care provider staff, and the designated Education representative with a list of names of youth to be admitted to each facility. Central Office shall attempt to provide at least 24 hours notice prior to transferring a youth to a secure care facility.

Prior to admission, the designated Education representative shall give the list of names to the designated Special School District representative, who shall conduct a special education records search on all youth admitted, to determine any history of special education classification, including mental disability. Special School District shall send the Special Education Reporting (SER) report to the designated Education representative, who shall forward the results to the Treatment Director at the secure care facility and the applicable Regional Manager.

C. Procedures for Day One:

1. When CO notifies the applicable Regional Manager of the youth being admitted, the regional office shall contact the detention/shelter facility and the parent/guardian. The regional office shall arrange transportation of the youth to the secure care facility, along with the required admissions information, personal belongings, and packaged medication, if applicable. The regional office staff shall provide the Admission Packet to the facility Treatment Director/designee, who shall be responsible for dissemination of the enclosed information.
2. The OJJ Direct Admissions staff shall verify the youth's JETS number, sign for the physical custody of the youth, and complete the Receipt of CBS Documentation form [refer to YS Policy B.3.1(d)]. A copy of the Receipt shall be provided to the PPO/J prior to their departure from the facility.
3. A hard copy Master Record for the youth shall be established, JETS shall be updated to show the youth's transfer, and all information on the JETS Master form shall be verified.
4. Direct Admission staff shall immediately review the admission packet, and JETS, to determine present or past gang affiliation, PREA alerts, and detainers.

If gang affiliation is noted, this information shall be documented, placed in the youth's permanent record, and entered into JETS in accordance with YS Policy B.8.13 "Youth Street Gang and Notification Requirements".

If the youth has a PREA alert or detainer, a Youth at Risk-Staff Alert form shall immediately be completed in JETS and distributed to designated facility staff.

If the information about gang affiliation or PREA is acquired during the admission interview with the youth, although the information was not part of the admission packet, a Youth at Risk-Staff Alert form and the Precaution Sheet shall immediately be completed in JETS and distributed to designated facility staff.

5. Translators shall be provided for youth who do not understand English.
6. Within one (1) hour of Direct Admission to a secure care facility, all youth, excluding intrasystem transfers, shall have an initial health screening by trained staff. Subsequently, the youth shall receive medical, dental and vision screenings by contracted health care provider staff in accordance with procedures outlined in YS Policy No. B.6.1 "Health Care". Youth shall remain under constant supervision until these screenings take place. Health care staff shall inform each youth, both orally and in writing, about available health care services and how to access these services. Each youth shall sign the "How to Obtain Medical Care" form, provided by health care staff, to indicate that he understands how to seek medical care. The signed form shall be placed in the youth's Master Record under Clip IV.
7. Within one (1) hour of Direct Admission to a secure care facility, all intrasystem transfer youth shall receive a health screening by the contracted health care provider, which shall include a subsequent review of positive findings.
8. Within two (2) hours of Direct Admission to a secure care facility, all youth, including intersystem and intrasystem transfers, shall receive an initial mental health screening conducted by contracted mental health staff, who shall screen youth for a history of mental health issues, substance abuse concerns, somatic complaints, suicidal ideations, thought disturbances, and traumatic experiences, in accordance with YS Policy B.6.1. The assigned mental health staff shall inform the youth of the purpose of the mental health screening process, secure the youth's permission to request collateral information from other sources, and generally ensure that comprehensive historical information is gathered. The Youth at Risk-Staff Alert form shall be completed in JETS when mental health staff finds a youth to be at risk for such conduct as:
 - escape
 - suicide
 - potential for sexual victimization
 - violence against other youth or staff, etc., (to include sexual violence) as shown on form B.2.3 (b)
 - gang affiliation
 - aggressiveness
 - victimization
 - medical
 - sex offender
 - PREA

9. Within the first four (4) hours of Direct Admission, the youth shall be photographed, fingerprinted, and if applicable, a DNA sample collected. A copy of the youth's photo shall be forwarded to the main control center and the contracted health care provider to assist medical staff in identifying youth for medication purposes. The youth's fingerprints and original photo shall be placed in the youth's Master Record under Clip VIII.

A second photograph of the youth shall be taken on the date the youth receives his first haircut following Direct Admission. The updated photo shall follow the same procedures as noted in the above paragraph.

In addition, in accordance with YS Policy B.2.2, all youth shall receive an updated photograph every six (6) months, in conjunction with their Quarterly Reclassification Staffing. Updated photos shall follow the same procedures as noted above.

Throughout a youth's stay in a secure care facility, his hair shall be neatly groomed in such a manner as to prevent the concealment of contraband, and to limit his ability to change his appearance. Youth hairstyles shall not interfere, delay or create difficulty in conducting search procedures.

10. Within 24 hours of Direct Admission to a secure care facility, a general search of the youth and his possessions shall be conducted by facility staff in accordance with YS Policy C.2.3 "Searches of Youth". The youth's personal property shall be inventoried utilizing the "CLIENT PERSONAL PROPERTY RECORD" form in JETS [see attached JETS form), cleaned and when necessary disinfected. The personal property record shall be reviewed and signed by the youth and staff. A copy of the list shall be provided to the youth, and the hard copy with signatures placed in the youth's Master Record under Clip VIII.

Personal items shall be retained at the facility and stored in a secure area for a maximum of 30 days following admission. Personal items not retrieved within 30 days shall be donated if useable or discarded. Items shall not be stored over the 30 day timeframe.

11. Within 24 hours of Direct Admission to a secure care facility, the contracted health care provider shall schedule a youth with a history of taking psychotropic medication for an assessment by a psychiatrist. Protocols shall be followed for youth experiencing suicidal ideations at the time of admission, to include placing a youth on suicide watch in the infirmary, by utilizing the "Authorization for Suicide Watch" form.

12. Within 24 hours of Direct Admission to a secure care facility, Direct Admission staff shall provide and discuss with the youth, the Youth Code of Conduct. The Youth Receipt of the Code of Conduct, [refer to YS Policy B.5.1(h)], shall be signed by both the youth and staff, and placed in the youth's Master Record under Clip VI. The youth shall be further introduced to the Code of Conduct during individual counseling sessions.
13. Within 24 hours of Direct Admission, staff shall place a call to the youth's family and inform the parent/guardian of the youth's physical location, and the facility's telephone, mail, and visitation policies. At that time, the Direct Admissions staff shall invite the family to the initial IIP staffing to be held within seven (7) business days of the youth's arrival at a secure care facility. The youth shall be allowed to talk to his family during the telephone call. These activities shall be documented on a Weekly Contact Progress Note in JETS within three (3) working days.
14. Within 24 hours of Direct Admission, the Chaplain or a religious services staff member shall meet with and provide the youth with the Religious / Food Preference Form [see Attachment B.2.3 (a)] for completion. Religious diets shall be approved by the Chaplain or a religious services staff member, and forwarded to the Food Service Manager who shall maintain the form on file.
15. Prior to the youth being assigned to a designated area, he shall be measured for and issued properly fitting secure care assigned youth clothing, hygiene items, and receive a shower. Medicated shampoo may be given as indicated.
16. Prior to admission to an assigned housing unit, the youth shall be provided a tour of the facility areas he will be frequenting on a daily basis.

D. Procedures for Day Two:

1. The contracted mental health staff shall continue evaluations / assessments of the youth.
2. The contracted medical staff shall continue medical/dental assessments of the youth.
3. Direct Admissions staff shall review the results of the youth's Initial Custody Classification.

4. The Direct Admissions staff shall introduce, discuss, and provide copies of the following to the youth:
 - a) The Orientation Handbook;
 - b) The Administrative Remedy Procedures (ARP);
 - c) The LAMOD Youth Manual;
 - d) Mail and Telephone Consent Forms;
 - e) Telephone and Visitors List;
 - f) Visitation Policies;
 - g) PREA information;
 - h) Communicable/Contagious Diseases; and
 - i) Staff/Youth Relationships

The youth shall view the facility orientation video, and be given an opportunity to ask questions.

5. The youth shall view the OJJ designed PREA power point presentation covering:
 - a) How to avoid risky situations related to sexual assault;
 - b) How to safely report rape or sexually inappropriate behavior;
 - c) How to obtain counseling services and/or medical assistance if victimized; and
 - d) What the risks and potential consequences are for engaging in any type of sexual contact while in the facility.

Staff shall process with the youth the information provided in the power point presentation.

A brief version of the PREA presentation described above shall be made available to youth during the orientation/admission process of each facility whenever a youth is transferred.

6. A signed copy of the Youth Orientation Forms shall be placed in the youth's hard copy Master Record under Clip VIII.

E. Procedures for Day Three:

1. The contracted mental health care staff shall continue evaluations/assessments of the youth.
2. The youth shall be provided a physical fitness assessment by designated staff.
3. The youth shall be provided an overview of recreational services.
4. The Chaplain shall provide information on campus religious services and spiritual programs available to the youth.

5. The youth shall be provided educational services by the educational staff.
6. Within three (3) to four (4) days, a representative from the Education Department shall interview the youth, and conduct the Test of Adult Basic Education (TABE) to determine reading, math and language arts grade level, and to collect base line information. The Education Department shall conduct a tour of the school area and orient the youth to the educational offerings at the facility.
7. The youth shall be provided a safety overview and receive Flammable, Toxics, Caustics (FTC) training.

F. Procedures for Day Four:

1. The contracted mental health staff shall continue evaluations / assessments of the youth.
2. The youth shall be assigned appropriate housing based on his initial screenings, SAVRY summary risk rating, and staff observations. After transfer to his assigned housing unit the youth shall be oriented into the unit.
3. JETS shall be updated to reflect the youth's housing assignment.
4. The youth shall begin attending school.

G. Procedures for Day Seven:

An initial classification multidisciplinary team staffing shall be held within seven (7) working days of the youth's admission. The team shall consist of the contracted mental health and medical staff, the Treatment Director, an education representative, the Direct Admissions Case Manager, the youth's PPO/J, the youth's parent/guardian, and the youth. If the family and/or PPO/J are unable to travel to the facility, a teleconference or video-conference shall be arranged. The results of the youth's screenings shall be discussed at the staffing.

H. Procedures for Contracted Health Care Provider:

1. All assessments shall be completed within 30 days of the youth's admission to the facility.
2. The contracted health care provider's assessment staff shall complete and submit the Assessment Summary/Psychological Evaluation, and ensure that all treatment recommendations are addressed within 30 days.

- I. Procedures for Central Office Family Liaison:
 1. A weekly list of all new secure care direct admission youth shall be provided to the Central Office Family Liaison by the designated Central Office staff.
 2. The Central Office Family Liaison shall then mail a letter to the parent/guardian, along with the OJJ video and the Introduction to Secure Care Handbook for Parents.
 3. If the letter is returned as undeliverable, no such number, etc., the address shall be checked for updates, and/or the Central Office Family Liaison shall attempt to contact the parent/guardian by phone to inquire about a correct address, and reissue.
 4. On a quarterly basis, the Central Office Family Liaison shall report the number of letters mailed to the Central Office Budget Manager for performance indicator purposes.

Previous Regulation/Policy Number: B.2.3

Previous Effective Date: 12/17/2008



Attachments/References: B.2.3 (a) Religious Food Preference Form 6-11.docx



Client Personal Property Record.pdf